

Position hazard analysis: a documented process by which the duties (or tasks) of an employee's job position are outlined, the actual or potential hazards of each duty are identified, and measures for the elimination or control of those hazards are developed.

Qualified person: one who, by possession of a recognized degree, certificate, or professional standing, or extensive knowledge, training, and experience, has successfully demonstrated his or her ability to solve or resolve problems related to the subject matter, the work, or the project.

## SECTION 2

### SANITATION

#### 02.A DRINKING WATER

02.A.01 An adequate supply of drinking water shall be provided in all places of employment. Cool water shall be provided during hot weather.

a. Drinking water shall be supplied from sources approved by Federal, State, or local health authorities or treated by chemical treatment or boiled for 10 minutes and tested: if sediment is present, the water shall be clarified. Chemical treatment shall provide a residual chlorine content of 3/10 to 3/5 ppm.

b. Specific guidance regarding chemical treatment of drinking water for overseas (OCONUS) operations should be obtained from the HQUSACE Safety and Occupational Health Office.

02.A.02 Only approved potable water systems shall be used for the distribution of drinking water.

02.A.03 Drinking water shall be dispensed by means that prevent contamination between the consumer and source.

02.A.04 Portable drinking water dispensers shall be designed, constructed, and serviced to ensure sanitary conditions, shall be capable of being closed, and shall have a tap. Containers shall be clearly marked as to their contents and shall not be used for other purposes. Water shall not be dipped from containers.

02.A.05 Fountain dispensers shall have a guarded orifice.

02.A.06 Use of a common cup (a cup shared by more than one worker) is prohibited without the cup being sanitized between uses. Employees shall use cups when drinking from portable water coolers/containers. Unused disposable cups shall be kept in

sanitary containers and a waste receptacle shall be provided for used cups.

02.A.07 Nonpotable water.

- a. Outlets dispensing nonpotable water will be conspicuously posted **“CAUTION - WATER UNFIT FOR DRINKING, WASHING, OR COOKING.”**
- b. Cross-connection - open or potential - between a system furnishing potable water and a system furnishing nonpotable water is prohibited.

**02.B TOILETS**

02.B.01 When sanitary sewers are not available, one of the following facilities, unless prohibited by local codes, shall be provided: chemical toilets; recirculating toilets; combustion toilets, or other toilet systems as approved by state/local governments.

02.B.02 Each toilet facility shall be equipped with a toilet seat and toilet seat cover; each toilet facility - except those specifically designed and designated for females - shall be equipped with a metal, plastic, or porcelain urinal trough.

02.B.03 Toilet facilities shall be so constructed that the occupants shall be protected against weather and falling objects; all cracks shall be sealed and the door shall be tight-fitting, self-closing, and capable of being latched.

02.B.04 Adequate ventilation shall be provided and all windows and vents screened; seat boxes shall be vented to the outside (minimum vent size 10 cm (4 in) inside diameter) with vent intake located 2.5 cm (1 in) below the seat.

02.B.05 Toilet facilities shall be constructed so that the interior is lighted.

02.B.06 Toilets at construction job sites. (The requirements of this paragraph shall not apply to mobile crews having transportation readily available to nearby toilet facilities.)

- a. Toilets shall be provided according to the following:

Number of employees	Minimum facilities (per sex)
20 or less	one
21 to 199	one toilet seat and one urinal for every 40 workers
200 or more	one toilet seat and one urinal for every 50 workers

Where toilet rooms may be occupied by no more than one person at a time, can be locked from the inside, and contain at least one toilet seat, separate toilet rooms for each sex need not be provided.

- b. Under temporary field conditions, provisions shall be made to assure that at least one toilet facility is available.

02.B.07 Toilets at places of employment other than construction job sites.

- a. Water closets, which are separate for each sex, shall be provided according to the following:

Number of employees	Minimum facilities (per sex)
1 to 15	one
16 to 35	two
36 to 55	three
56 to 80	four
81 to 110	five
111 to 150	six
over 150	one for each additional 40 persons

Where toilet rooms may be occupied by no more than one person

at a time, can be locked from the inside, and contain at least one toilet seat, separate toilet rooms for each sex need not be provided.

b. Each water closet shall occupy a separate compartment with a door that can lock from the inside and walls or partitions, between fixtures, of sufficient height to assure privacy.

02.B.08 Provisions for routinely servicing and cleaning all toilets and disposing of the sewage shall be established before placing toilet facilities into operation: the method of sewage disposal and location selected shall be in accordance with Federal, State, and local health regulations.

## **02.C WASHING FACILITIES**

02.C.01 Washing facilities shall be provided as needed to maintain healthful and sanitary conditions. Washing facilities for persons engaged in the application of paints, coatings, herbicides, insecticides, or other operations where contaminants may be harmful shall be at or near the work site and shall be adequate for removal of the harmful substance.

02.C.02 Each washing facility shall be maintained in a sanitary condition and provided with water (either hot and cold running water or tepid running water), soap, and individual means of drying.

02.C.03 Whenever employees are required by a particular standard to shower, showers shall be provided in accordance with the following:

- a. one shower shall be provided for every ten employees (or fraction thereof) of each sex who are required to shower during the same shift;
- b. body soap or other appropriate cleansing agent convenient to the shower shall be provided;
- c. showers shall have hot and cold running water feeding a common discharge line; and

d. employees using showers shall be provided with individual clean towels.

02.C.04 Whenever employees are required by a particular standard to wear protective clothing, change rooms with storage facilities for street clothes and separate storage facilities for protective clothing shall be provided.

02.C.05 Whenever working clothes are provided by an employer and become wet or are washed between shifts, provision shall be made to ensure such clothing is dry before reuse.

## **02.D FOOD SERVICE**

02.D.01 All cafeterias, restaurants, mess facilities, and related facilities on areas, projects, or installations shall be established, operated, and maintained in compliance with the health and sanitation recommendations of the United States Public Health Service and applicable State and local regulations.

02.D.02 All food service operations shall be carried out in a sound manner. Food shall be free from spoilage and kept uncontaminated throughout the storage, preparation, and serving process.

02.D.03 No food or beverage shall be consumed or stored in a toilet room or in any area exposed to a toxic material.

02.D.04 An adequate number of waste receptacles shall be provided in the food service area. Receptacles shall be constructed of corrosion resistant or disposable material, provided with solid tight-fitting covers (covers may be omitted where sanitary conditions can be maintained without the use of a cover), emptied at least daily, and maintained in a sanitary condition.

## 02.E WASTE DISPOSAL

02.E.01 Receptacles used for putrescible or dangerous waste material shall be so constructed to prevent leakage and to allow thorough cleaning and sanitary maintenance; these receptacles shall be equipped with a solid tight-fitting cover, unless it can be maintained in sanitary condition without a cover. **> Disposal of rubbish, debris, and litter is covered in section 14.D**

02.E.02 Solid and liquid waste shall be removed in a way that avoids creating a menace to health and as often as necessary to maintain a sanitary environment.

## 02.F VERMIN CONTROL

02.F.01 Enclosed workplaces shall be constructed and maintained, as far as practical, to prevent the entrance or harborage of rodents, insects, and other vermin. An effective extermination program shall be instituted where the presence of such vermin is detected.

## SECTION 3

### MEDICAL AND FIRST AID REQUIREMENTS

#### 03.A GENERAL

03.A.01 Prior to start of work, arrangements shall be made for medical facilities and personnel to provide prompt attention to the injured and for consultation on occupational safety and health matters.

- a. Communication and transportation to effectively care for injured workers shall be provided.
- b. The telephone numbers of physicians, hospitals, or ambulances shall be conspicuously posted (at the minimum, these numbers shall be posted at the on-site project office telephones).

03.A.02 First aid and CPR training.

- a. When a medical facility or physician is not accessible within five minutes of an injury to a group of two or more employees for the treatment of injuries, at least two employees on each shift shall be qualified to administer first aid and CPR.  
**> Minimum qualifications are listed in 03.D**
- b. Individuals who are required to work alone in remote areas shall be trained in first aid.

03.A.03 First aid and medical facility requirements.

- a. All projects, activities, installations, or contracts on which less than 100 persons are employed (greatest total number of employees on a shift) at the site of the work, and where neither a first aid station nor infirmary is available, shall be provided 16-unit first aid kits or kits approved by a licensed physician in the ratio of one for every 25 persons or less.